

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1218

TITLE: BUDGET ANALYST I

GRADE: S-20

DEFINITION:

Under close and instructional supervision to perform a variety of technical work in the preparation, review and presentation of the County budget; and to do related work as required.

TYPICAL TASKS:

Performs tasks in assisting a higher level Budget Analyst in any phase of budget work;
Performs numerous accounting type functions included in the preparation and review of the County budget;
Processes requisitions and personnel action forms in an appropriate manner as defined in budget procedures;
Accomplishes coding functions necessary for proper data input into the computerized budgetary/accounting system;
Performs miscellaneous research associated with the analyst functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and methods of public agency accounting and budgeting;
Ability to analyze and evaluate financial statements;
Proposed work programs and budgets;
Ability to prepare reports and to present financial and statistical data in clear and concise form.

EMPLOYMENT STANDARDS:

Graduation from an accredited four year college or university with course work in quantitative analysis, e.g., mathematics, statistics, economics or accounting.

Upon completion of the training program, employees must be promoted, transferred or dismissed.

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